



City of
WOODSTOCK

Department of Community and Economic Development
121 W. Calhoun Street, Woodstock, Illinois 60098
www.woodstockil.gov

Permit number

phone 815.338.4305

fax 815.334.2267

communitydevelopment@woodstockil.gov

PERMANENT SIGN PERMIT APPLICATION

Address of Sign _____

Name of Business/Organization _____

Name of Applicant _____

Applicant is ☐ Business owner ☐ Property owner ☐ Sign Contractor ☐ Other

Mailing Address of Applicant: _____

Phone Number: _____ Fax: _____ Email: _____

Application is for (check all that apply)

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Pedestrian Oriented | <input type="checkbox"/> School or Church |
| <input type="checkbox"/> Window | <input type="checkbox"/> Ground | <input type="checkbox"/> Canopy or Awning |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Directory Panel |

☐ Property is located in the Downtown Business Historic Preservation District

☐ Signs are subject to landlord approval or to an overall planned development signage plan

PERMIT APPLICATION PROCESS

1. Complete page one of the permit application form, provide information as requested for each proposed sign on the attached pages, and sign the application below.
2. Attach two copies of all sign drawings. Drawings should depict lettering styles, colors, dimensions, materials, illumination, and should be scalable.
3. For wall signs, submit two copies of building elevations with dimensions.
4. For ground signs, submit two copies of site plans showing sign location and setback. Submit a landscape plan for the sign, if not previously approved.
5. Attach evidence of landlord approval if required.
6. Submit the application and accompanying drawings to the Woodstock Community Development Department for review. Fee is paid upon approval.
7. The Woodstock Sign Regulations are contained in Chapter 13 of the Woodstock Unified Development Ordinance which can be found at www.woodstockil.gov.

Applicant's signature _____ Date _____

Approved by: _____ Date issued: _____ Permit fee: _____

Special notations and/or conditions:

WALL SIGNS

PRIMARY WALL SIGN—One wall sign is allowed on the main façade.

WIDTH OF FAÇADE _____ LIN. FT. x 1.5 = _____ Items of Information* _____

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____)

SECONDARY WALL SIGNS—Large buildings with architectural fronts measuring at least 125 square feet in length are allowed up to four secondary signs.

SIGN 2 DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

SIGN 3 DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

SIGN 4 DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

SIGN 5 DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

OTHER FACADES—One sign is allowed on any wall facing a public street or having an architecturally emphasized public entrance.

WIDTH OF SECONDARY FACADE _____ LIN. FT. x 0.75 = _____ Items of Information* _____

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____)

PROJECTING SIGN

A projecting sign may not exceed 9 sq. ft. in area and must extend at a 90 degree angle and must be pinned from the wall at least 6 inches. There must be at least an 8 ft. separation between the bottom of the sign and a sidewalk below. The sign must not exceed 16 feet in height of extend above a second story windows sill, whichever is lower.

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

HEIGHT ABOVE SIDEWALK (IF APPLICABLE) _____ FT.

HEIGHT TO TOP OF SIGN _____ FT.

PEDESTRIAN ORIENTED SIGN

A non-illuminated pedestrian oriented sign may not exceed 1.5 square feet in area, and must be a minimum of 8 feet above the sidewalk, if attached to a canopy or awning.

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____) Items of Information* _____

HEIGHT ABOVE SIDEWALK (IF APPLICABLE) _____

***ITEMS OF INFORMATION:** An Item of Information is a word, abbreviation, phone number, registered trademark, symbol, or geometric shape which is used to identify a building and/or an establishment. Each establishment may display permanent signage containing up to 10 items of information for each public street or highway on which it fronts, but never more than 20 items if it has multiple frontages.

Identical information on opposite sides of a double faced sign is only counted once.

NOTE: ALL SIGNS MUST BE PROFESSIONAL IN QUALITY AND WELL MAINTAINED.

GROUND SIGN

One ground sign is allowed on each multiple family zoned parcel and for each business or manufacturing zoning lot or parcel. The size of the sign is determined by frontage width and setback from the property line.

SIGN DIMENSIONS _____ SIGN SQ. FT. _____ (*Fee* _____) Items of Information* _____

SIGN SETBACK FROM ROW LINE _____ FEET WIDTH OF LOT FRONTAGE _____ FEET

SUBDIVISION SIGNS

A permanent subdivision ground sign is permitted at each entrance to a residential subdivision, provided such entrances are at least 400 yards apart. The maximum area of a subdivision sign is 32 sq. ft.; the maximum height is 8 feet. The sign area is the measurement of the sign face.

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____)

DIRECTORY SIGN

A directory sign may be a window, wall, projecting or ground sign. The size of the sign is the same as the size of the corresponding sign type, plus an additional 10 % for each establishment, not to exceed 150 %. One ground directory sign is permitted per street frontage. The sign must include the address range for the property.

NUMBER OF POTENTIAL TENANTS _____

SIGN DIMENSIONS _____ SQ. FT. _____ (*Fee* _____)

SIGN SETBACK FROM ROW LINE _____ FEET WIDTH OF FRONTAGE _____ FEET

CANOPY AND AWNING SIGNS

Lettering or graphics on the valence of a canopy or awning may not exceed a height of three fourths of the vertical dimension of a valence. The total area of the sign can not exceed 50 percent of the area of the side of the canopy or 50 percent of the area of the slope of the awning on which it is applied.

SIGN DIMENSIONS _____ SIGN SQ. FT. _____ (*Fee* _____) Items of Information* _____

AWNING VALENCE OR CANOPY FACE HEIGHT _____ LETTERING HEIGHT _____

OTHER AWNING SIGN INFORMATION _____

WINDOW SIGNS IN HISTORIC DISTRICT

The size of the sign is determined by measuring a box around the entire group of words, letters, and symbols.

SIGN 1 WINDOW AREA _____ SQ. FT. SIGN DIMENSIONS _____ SIGN SQ. FT. _____ (*Fee* _____)

SIGN 2 WINDOW AREA _____ SQ. FT. SIGN DIMENSIONS _____ SIGN SQ. FT. _____ (*Fee* _____)

***ITEMS OF INFORMATION:** An Item of Information is a word, abbreviation, phone number, registered trademark, symbol, or geometric shape which is used to identify a building and/or an establishment. Each establishment may display permanent signage containing up to 10 items of information for each public street or highway on which it fronts, but never more than 20 items if it has multiple frontages.

Identical information on opposite sides of a double faced side is only counted once.

NOTE: ALL SIGNS MUST BE PROFESSIONAL IN QUALITY AND WELL MAINTAINED.